



Staff Lexiflow Windows® Guide

K-PREP

Kentucky Performance Rating for Educational Progress Spring 2016

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Version 2.0



Introduction

The Staff Lexiflow User Guide for Microsoft Windows OS explains how to open the Lexiflow digital test viewer on test day or to use the Samplers for practice prior to test day. Please read the Student Lexiflow User Guide for details on how to use the Lexiflow viewer.

The Lexiflow viewer replicates a view of a page from the original paper test on the computer screen and it operates the same way for Microsoft Windows OS, Apple OS for Macs, Apple iOS for iPads, and Chrome OS for Chromebooks. Within the Lexiflow viewer students will be able to control the read aloud accommodation. Students will continue to use the paper student test booklet and student response booklet for answer responses.

1. How to open a secured test in the Lexiflow Viewer

- 1.1. Please download the install file for the Locked Down Browser for Microsoft Windows from the following link. <https://kdefiles.texthelp.com/LDB/LockDownBrowser.exe>
 - 1.1.1. The LockDownBrowser.exe icon is shown in Figure 1 and is used to open the Lexiflow viewer, while securing the desktop so that students can only visit the Lexiflow Viewer.
 - 1.1.2. It will not be necessary to type in a URL address, since the Locked Down Browser will automatically go to the correct URL address.
 - 1.1.3. Please use a single monitor set up. The Locked Down Browser will not secure a two monitor set up.
 - 1.1.4. Please close all applications prior to opening the Locked Down Browser.
- 1.2. The staff member will double click the LockDownBrowser.exe icon to open the Locked Down Browser (LDB), which opens to show the Lexiflow Viewer's login screen, as shown in Figure 2.
- 1.3. For the actual assessment day the staff member will login the Username and Password for the student. Please do not share the student's Username and Password with the student.
- 1.4. For practice sessions with the Samplers the students can click the LockedDownBrowser.exe and then login the Username and Password provided to access the Samplers.
- 1.5. Please see the Student Lexiflow User Guide for information on navigating within the Lexiflow viewer.

2. How to exit a secured test in the Lexiflow viewer

- 2.1. To exit out of the Lexiflow viewer at the conclusion of the testing session, the staff member will use the following key stroke combination. Please be careful to not use the key stroke combination in the view of students.

2.1.1. 'Ctrl-Alt-Shift-Q' for Windows.

2.1.2. Then the staff member should delete the LockedDownBrowser.exe file, if the current assessment session has concluded and this is now a time in the actual assessment window versus the preparation time with the Samplers prior to the spring 2016 assessment window.

2.2. If the student is taking more than one Subject and Part in a session, the staff member or the student will be able to navigate between Subjects and Parts within the Lexiflow viewer, while logged in for the session.

Figure 1 – Locked Down Browser icon

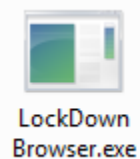


Figure 2 – View of the open Lock down browser with login screen

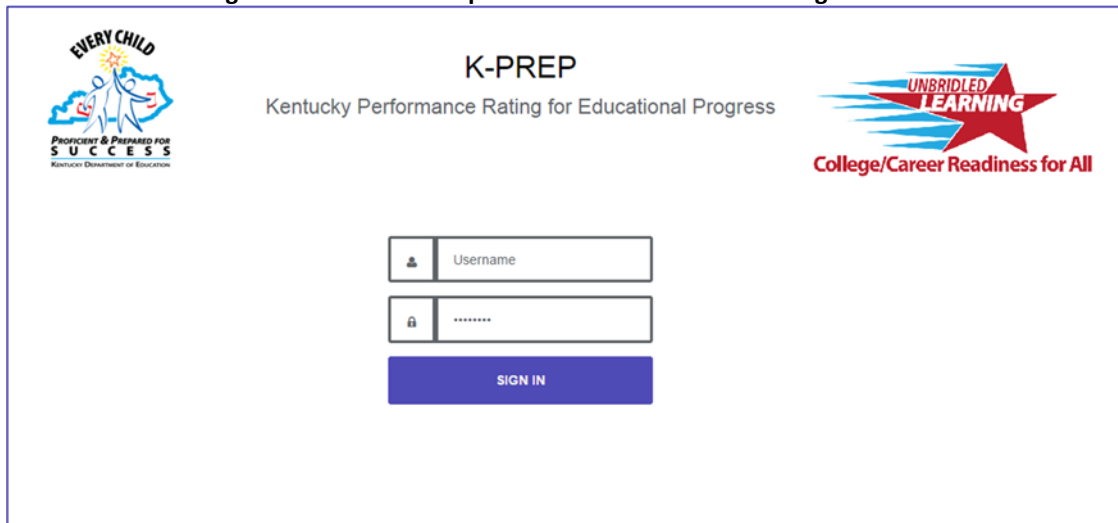


Figure 3 – View of the open secured test

